

SUMMER WORKER

JOB TITLE: Summer Worker

GRADE: 5

JOB CODE: 1430

DATE: 3/20/95

DISTINGUISHING CHARACTERISTICS OF THE CLASS: This classification is specifically designed for individuals employed during the summer months to perform simple and routine office procedures or assist in services and programs where experience and abilities are not necessary prerequisites do doing the job responsibilities.

Minimum Education, Training, and Experience Requirements: Experience is not required; however the individual considered for this position must comply with the requirements of the Fair Labor Standards Act.

The intent of this job description is to provide a representative summary of duties and responsibilities that will be required of positions given this title and shall not be construed as a declaration of the specific duties and responsibilities of any particular position. Employees may be requested to perform job-related tasks other than those specifically presented in this description.